

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: ASSOCIATE DEPUTY CITY ATTORNEY (U) (2199)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
City Attorney	Varies	Exempt

**CLASS SUMMARY**

Under the direction and supervision of Senior Management in the Office of the City Attorney, performs basic attorney work in the provision of a variety of legal services to the City. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This class utilizes recent California Bar admittees to perform work of a basic nature. This class differs from that of Research Attorney as it may appear in court representing the City.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Successful completion of a Juris Doctor Degree from an accredited law school. No minimum experience requirement.

**Required Licensing (such as driver's license, certifications, etc.)**

Member of the California Bar.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of general legal principles and practices.
- Knowledge of general legal terminology, basic formats and briefs.
- Knowledge of rules of evidence.
- Knowledge of legal research methods.
- Ability to analyze situations accurately and consider alternative positions.
- Ability to present statements of fact, law and argument clearly and logically, both orally and in writing, in English.
- Ability to work cooperatively with a variety of people.

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**Desirable Qualifications**

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of standard City forms for contracts, briefs, or other legal transactions.
- Ability to handle basic motions and court appearances.
- Ability to draft and complete a variety of legal research problems common to City operations.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FRE-QUENCY*</b>
1.	Prepares and tries cases which have minimal exposure; participates in other trials.	Continuous/ Frequently
2.	Represents the City and employees in litigation and other matters.	Continuous/ Frequently
3.	Prosecutes misdemeanor violations of City ordinances.	Continuous/ Frequently
4.	Participates in or prepares cases for hearings and represents the City in such hearings.	Continuous/ Frequently
5.	Represents the City and the City Attorney at meetings and in court when necessary.	Continuous/ Frequently
6.	Analyzes and interprets legislation and court decisions.	Occasionally
7.	Performs routine legal research of moderate difficulty.	Frequently
8.	Prepares draft legal opinions; prepares drafts of resolutions and ordinances.	As Required
9.	Prepares drafts of legal documents, briefs and reports, as experience and training permit.	Frequently
10.	Prepares drafts of petitions and complaints.	Frequently
11.	Prepares contracts.	As Required
12.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**CLASSIFICATION HISTORY :** Created 2/86 (Senior Law Clerk), Rev. 2/92, Rev. & Ret. 9/98 (Assoc Deputy City Atty), Rev. 9/10; 2199s002